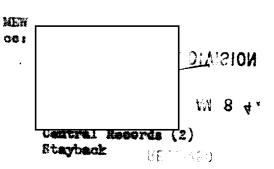
## 8 May 1947

	KOK ORAHDUE 702	ASSISTANT CRIEF,	SERVICES DIVSTATINTL	
	SUBJECT:	Delegation of Authority	to Sign Purchase Orders	
ΓΑΤ	NTL - Service		in a memorandum dated  Assistant Chief,  and sign contracts on th existing law and win is limited to the  ayment for materials, be made in a single	_
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			sommel and Administration	

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Approved For Release 2002/07/31: CIA-RDP54-00177A000200050146-6

MEMORA HITTH

24 April 1947

TOI

Executive for Personnel & Administration Branch

FROM:

Acting Chief, Services Division

- l. In the past months, Services Division has been conducted more or less on the basis of individual management, as a result of which certain observations have been made and are presented herewith.
  - (a) The duties of the Chief, Services Division, frequently require absence from the office for the purpose of attending meetings, conferences, entering into discussions with other Division Chiefs and Offices of CIG and further, making centacts and satering into discussions with outside igencies.
  - (b) Recently it has been necessary for the present incumbent to absent himself from the city for the purpose of giving againistrative support to other office of CIG in their activation program.
- 2. The above factors have at times made difficult an uninterrupted flow of work and constancy of direction, and also has required innumerable braifings, not only on the part of personnel of Services but also upon the offices involved.

3. In order to enable this office to operate with greater effectiveness and to increase the service being rendered to other Office of CTG, it is the recommendation of the undersigned that	<b>3</b>
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